



AFTER HOURS BUILDING SECURITY

Directive: 12 – 100

Date of Issue: July 2013 Amends/Cancels: N/A

I. PURPOSE

The purpose of this Directive is to establish policy and procedures in regards to after hours building security.

II. POLICY

It is the responsibility of the Department of General Services Maryland Capitol Police (DGS-MCP) to protect all persons and property within our jurisdiction and to maintain a safe and secure working environment. In order to meet our responsibilities, it is necessary to establish effective security and screening procedures concerning access to our buildings when they are not open for business.

While ensuring that we achieve our mission, members will make all reasonable efforts to assist employees, visitors, contractors and elected officials that conduct business within the State facilities.

III. PROCEDURES

A. Prox Privileges

1. State employees who have been granted after hours prox privilege may only do so during the time frame of authorization.
2. If problems are encountered and a State employee granted prox privileges cannot enter a building using the security card when he or she has been authorized to do so, a supervisor will respond to the building, verify that the individual has prox privileges, and assist the employee in entering the building. (A visitor badge will be issued if appropriate.)
3. A building access binder maintained in the Police Communication Center contains a hard copy of the requests for entry and serves as backup documentation when verification is needed that an employee is authorized to enter a building after hours. Verification may also be verified through the security card database.

B. Authorization Process – Permanent State Employees

1. All State agencies will authorize selected supervisors to grant authorization to employees that have legitimate needs to enter the buildings after hours. These supervisors will send the request to the DGS-MCP Annapolis or Baltimore Security Card Processing Center (SCPC) and the respective Detachment Commander indicating the building, date of entry and times that the employee is authorized to be inside the building.

- (a) The supervisor of the SCPC will ensure any needed changes are made in the security card database.
- (b) The Detachment Commander will ensure written authorization is posted in the access binder. Periodically the expired forms will be removed from the access binder and stored in a separate file to facilitate a more rapid verification check when entry authorization is needed.

2. There are times that late requests for entry (less than 72 hours) have to be made by supervisors for entry to be granted to state employees after hours. DGS-MCP personnel will attempt to accommodate all such requests. If it is not feasible to grant access through the security card database, then a notice will be posted in the access binder. The employee will need to contact the DGS-MCP Police Communication Center announcing their arrival. The PCO will dispatch a member of DGS-MCP to assist the employee with entering the building.

C. Security Procedures – State Contractual/Temporary employees

- 1. Designated supervisors will be given the authority to request after hours entry for contractual and temporary employees. The same procedure for requesting entry will be followed for those employees that have been issued a security card that is required for permanent state employees.
- 2. A member of DGS-MCP will need to respond and open the door for the employee to enter and inform the Police Communication Center who has entered the building. When the employee leaves, the Police Communication Center must also be notified that the individuals have left the building. A DGS-MCP employee must verify the employee's departure.
- 3. Contractual and temporary employees do not need to have a permanent state employee with them when working after hours.

D. Screening & Security Procedures for Private Contractors

- 1. Private contractors who will work in a facility for an emergency or brief period of time may not require a contractor badge. However, advance notification will be necessary so that such decisions can be made in a timely fashion and on a case-by-case basis as to how they will make entry. Additionally, advance notice of the request for after hours work is needed so that arrangements for security can be made without incurring additional overtime costs.
- 2. In all instances contractors without security card "contractor" badges will be required to sign in and receive "visitor" badges.
- 3. Private contractors and their employees shall complete the waiver for a background check. Contractors will need to contact the DGS-MCP and provide all required identifying information for each of their employees that wishes to enter one of our facilities.
- 4. If the background investigation waiver form is not completed in its entirety, the individual will not be allowed in the facilities after hours.

5. If the background investigation provides negative information, the background check will be forwarded to the Chief of Police for determination. Depending upon the outcome of the investigation, the DGS-MCP may:

(a) Allow the individual to enter the building after hours with the assistance of a Police Officer, sign in as a visitor after presenting acceptable identification, and have a State employee escort them while working in the building. (During normal working hours, the contractor would also sign in as a visitor; but would not need to have an escort).

(b) Forbid the contractor to enter the building after hours under any circumstances.

6. Those private contractors that successfully pass the screening process will be issued a contractor's badge and will be able to work in the building without escort after being admitted.

E. Background Investigations

1. The Detachment Commander will assign two Police Officers, preferably supervisors, to conduct the background investigations of private contractors and their employees.

2. Background investigation waiver forms must be completed in their entirety and signed by the individual whose personal information is provided.

3. All files generated by the background investigations will be kept secured at all times.

4. Only forms approved by the Chief of Police will be used to collect and record personal information needed to conduct the background investigations.

5. Background investigations will be conducted in a timely fashion.

6. Information received, collected or otherwise generated by the background investigations will not be disseminated outside the agency and will only be used by DGS-MCP for official purposes.

F. Staffing Considerations

In order to accommodate all requests for after hours access DGS-MCP requires at least 72 hours advanced notification. The need for advanced notification is essential to allow for proper staffing and the compilation of an after hours access log.